



ANNOUNCEMENT FOR PROMOTIONAL TESTING PUBLIC HEALTH MEDICAL ADMINISTRATOR I

New Final Filing Date: **March 24, 2005** (prior date March 18, 2005)

Bulletin Release Date: March 1, 2005



SH33 -7674 3HA70

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: This is a promotional examination for the Department of Health Services. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Health Services. Under certain circumstances, other employees may be allowed to compete under provisions of [Rules 234, 235, and 235.2](#). State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available through the Internet at http://www.spb.ca.gov/employment/employment_app2.htm and at the department noted on this announcement. Applications may be filed in person or by mail with:

**DEPARTMENT OF HEALTH SERVICES
SELECTION UNIT** (916) 552-8336
In Person: 1501 Capitol Avenue, Suite 71.1501
By Mail: MS - 1301
P. O. Box 942732
Sacramento, CA 94234-7320

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FINAL FILING DATE: Applications must be submitted by **March 24, 2005** ~~March 18, 2005~~, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 687. You will be contacted to make special arrangements.

EXAMINATION DATE: It is anticipated that the interviews will be held in April 2005.

SALARY RANGES: **\$ 10,201 - \$11,160 per month Range B – (1)** Incumbents in any medical class having such a range, who have been accepted at some time for an examination for a medical specialty certificate as evidenced by a written statement from the secretary of an American Board of Medical Specialties or American Osteopathic Specialty Board. OR (2) Incumbents of classes who have completed three years of approved residency training in an accepted medical or osteopathic specialty in an approved hospital or institution. OR (3) Incumbents in a class who have completed one year of full-time paid public health medical experience in a public health agency, and one year of academic training on the graduate level in public health and preventive medicine, and one year of approved residency training in public health and preventive medicine.

\$ 10,697 - \$11,270 per month Range C – Incumbents in any medical class having such a range who possess a valid medical or osteopathic specialty certificate issued by an American Board of Medical Specialties, or an American Osteopathic Specialty Board.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the exam.

POSITION DESCRIPTION: Under administrative direction, plans, organizes, and directs a major statewide public health medical program or programs typically at the fourth organizational or branch level; develops general program policy with a major emphasis on the medical aspects and health issues of the program; plans, oversees, and is responsible for comprehensive studies of major health problems and programs; develops statewide standards impacting counties and local medical services; coordinates various programs at Federal, State and local levels. (These programs are sensitive, highly visible programs characterized by significant public interest and/or controversy and requiring a high-level of medical expertise in addition to general managerial skills.)

Positions exist with the Department of Health Services in Sacramento, Berkeley, Oakland and Richmond.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by March 24, 2005 ~~March 15, 2005~~, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include: title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Possession of the legal requirements for the practice of medicine in California as determined by the California Board of Medical Quality Assurance or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Board of Medical Quality Assurance or Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidate will be eligible for appointment.) **And**

Possession of a valid certificate issued by the American Medical Specialty Board or an American Osteopathic Specialty Board as a specialist in one of the fields of medicine, or eligibility for examination for one of these certificates as evidenced by a written statement from the Secretary of the Board. **And**

Five years of increasingly responsible administrative, supervisory, and/or consultative experience as either a Board-eligible or Board-certified physician in a public health program with at least three years of the five years in an administrative or supervisory capacity. (Successful completion of one year of graduate study toward a Master's Degree in Public Health or its equivalent in a recognized school of public health may be substituted for one year of the required experience.)

GENERAL QUALIFICATIONS: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel interview that is weighted 100%. The interview will include a number of predetermined job-related questions. Competitors who do not appear for the interview will be disqualified and eliminated from the examination process. If a candidate's notice of oral interview fails to reach him/her before the date of the interview due to a verified postal error, he/she will be rescheduled upon written request.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

EXAMINATION SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Principles and practices of general medicine with particular emphasis on public health.
2. Current programs, problems, and trends in public health and preventative medicine.
3. Comprehensive health planning.
4. Operating policies, standards and functions of the Department of Health Services.
5. State, Federal, and local public health and preventative programs.
6. Principles and practices of public health administration including fiscal, personnel management and supervision.
7. Department's Equal Employment Opportunity program and objectives.
8. A manager's role in the Equal Employment Opportunity program and the processes available to meet the Equal

Ability to:

1. Provide leadership.
2. Effectively plan, organize, direct, and coordinate a major public health program of statewide scope.
3. Adapt to the responsibilities and demands of the management role in a major public health agency.
4. Adapt to new leadership and direction and effectively implement policy and program changes.
5. Effectively secure the cooperation of all groups interested in promoting public health.
6. Communicate effectively.
7. Analyze situations accurately and adopt an effective course of action.
8. Effectively contribute to the Department's Equal Employment Opportunity objectives.

ELIGIBLE LIST INFORMATION: Possession of the entrance requirement does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. All successful candidates will be ranked according to their final scores. A departmental promotional list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this announcement.

VETERANS PREFERENCE: Veterans' preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Relay (Telephone) Service for the deaf or hearing impaired:

MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922

Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379